



**DOMESTIC AND FOREIGN
NONPROFIT CORPORATION
ANNUAL REPORT**
SECRETARY OF STATE
SFN 50879 (12-2006)

2007

FOR OFFICE USE ONLY

ID#		Postmark:	
WO#			
Filed:	By:	Amount:	
Attached: <input type="checkbox"/> Other Annual Reports <input type="checkbox"/> Amendments <input type="checkbox"/> Other			

1. The name of the corporation and the name and address of the registered agent.

2. FILING FEE:

**\$10 if postmarked on or before
February 1, 2007**

**\$15 if postmarked after February 1,
2007**

See instruction #1 for EXTENSION options

3. State of Origin:

NUMBERS ON FORM CORRESPOND TO NUMBERS ON ENCLOSED INSTRUCTION SHEET

A nonprofit corporation is a legal entity created under North Dakota state law. This annual report is required by law and verifies the continued existence of the corporation. If the nonprofit corporation no longer exists, the corporation may voluntarily dissolve or be involuntarily dissolved under the provisions of state law if the annual report is not filed (see instructions). Annual report provisions are found in the North Dakota Century Code, Section 10-33-139.

4. The name and address of the registered agent appear below the corporate name in number 1.
Is the name of the registered agent and address correct? ☐ Yes ☐ No If no, complete numbers 13 through 17 on page 2 of this form.

5. Purpose of the Corporation:	6. Federal Tax Code by which tax exemption is recognized, if any:
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7. The address of the principal executive office as previously reported. Is the address correct? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, cross out incorrect address and provide correct address in this area. Address cannot only be a post office box. Must include a physical address and box number if applicable.	8. Federal ID number:
	9. Telephone number:

10. OFFICERS AND DIRECTORS OF THE CORPORATION	
Must list at least a president and secretary and any other officers. <u>If officer serves in more than one position, see instructions.</u>	
OFFICE	NAME
PRESIDENT	<input type="checkbox"/>
VICE PRESIDENT	<input type="checkbox"/>
SEC/TREA	<input type="checkbox"/>
SECRETARY	<input type="checkbox"/>
TREASURER	<input type="checkbox"/>
DIRECTOR	<input type="checkbox"/>
DIRECTOR	<input type="checkbox"/>
DIRECTOR	<input type="checkbox"/>

COMPLETE MAILING ADDRESS				
Street/RR	PO Box	City	State	Zip+4

If needed, attach sheet to add names of additional directors.

11. Name of person to contact about this report:	E-Mail Address:	Daytime telephone # and extension, if any:
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12. "The undersigned has read the foregoing annual report, knows the contents, and believes the information provided is correct."

Signature

Date

REGISTERED AGENT/OFFICE CHANGE

Complete numbers 13 through 17 only if changing the name of the registered agent and/or address of the registered agent listed in number 1.

Registered agent provisions are found in the North Dakota Century Code, Sections 10-33-12 and 10-33-13.

13. Name of the new registered agent: (or new name of current registered agent)

14 a. New address of the registered agent named in number 1 (It cannot only be a post office box; it must be the agent's physical address.) If applicable for mailing purposes, a post office box can be added to the physical address.

Physical Address

PO Box

City

State

Zip

b. Change of address is: (check one)

- ☐ New location for current registered agent or the appointment of a new registered agent.
☐ Postal reassignment, rezoning, or implementation of 911 address.

c. Is the address in number 14a the same address as the principal place of business for the organization named in number 1?

- ☐ Yes ☐ No

15. If a new registered agent has been named in number 13, an officer or other individual authorized by the corporation may sign the following certification. If only the address of the current registered agent is changing, the registered agent may sign the certification.

"As required by state law, I certify that the new registered agent named in number 13, if applicable, was appointed by a resolution, as required by state law and was adopted by the governing board of the corporation; that the new address in number 14, if applicable, for the current or newly appointed registered agent is the same address as that for the business office where the registered agent can be located during normal business hours. I further certify that I know that the information supplied in this form is true and correct and that I am authorized to sign it:

Signature

Date

CONSENT OF NEWLY APPOINTED REGISTERED AGENT

Complete this section only if a new registered agent has been appointed in number 13.

16. The new registered agent is: (check one)

- ☐ A North Dakota resident
☐ A corporation
☐ A limited liability company

17. An individual appointed as registered agent must sign a consent to serve in that capacity. When a corporation or limited liability company is named as registered agent, an officer or someone authorized by the organization may sign on behalf of the corporation or limited liability company.

"The undersigned, as the newly appointed registered agent, agrees to act as the registered agent for this nonprofit corporation until a change, or resignation, is submitted to the Secretary of State under the provisions of North Dakota law."

Signature of registered agent named in number 13

Date

Send the document and filing fee to:

Annual Report Processing Center
 Secretary of State
 State of North Dakota
 PO Box 5513
 Bismarck ND 58506-5513
 Fax: 701-328-2992

INSTRUCTIONS FOR FILING NORTH DAKOTA NONPROFIT CORPORATION ANNUAL REPORT - 2007

A nonprofit corporation is a legal entity created under the laws of North Dakota. Each year, it must file an annual report and verify it's continued existence as a nonprofit corporation. Annual reports for nonprofit corporations are due each year on or before February 1. If your nonprofit corporation is no longer active and wishes to voluntarily dissolve itself as a legal entity, contact the Secretary of State's Business Division for information regarding the dissolution process. If a nonprofit corporation chooses not to file an annual report by the due date or file articles of dissolution, state law requires the involuntary dissolution of the corporation one year after the report's due date.

State law (North Dakota Century Code, Section 10-33-139) requires specific information on a nonprofit corporation's annual report. Therefore, please read the following instructions carefully. Even though a corporation's annual report is submitted for filing, it cannot be considered timely filed until the report contains all of the information required by state law.

Instructions: The following numbered instructions correspond to the numbers on the annual report form.

1. **Corporate Name:** The nonprofit corporation's name is pre-printed on the form exactly as it is stated in the corporation's articles of incorporation on record with the Secretary of State. If the corporation has changed its name, do not make any changes on the form to the pre-printed name. By law, a corporation is only allowed to change its legal corporate name by filing an amendment to its articles of incorporation. Contact the Secretary of State's Business Division for information regarding the filing of a name change amendment.

Trade Name: North Dakota law does allow a nonprofit corporation to use and operate under a name that is different from its corporate name. However, that name is then considered a trade name and it must first be registered with the Secretary of State. Contact the Secretary of State's Business Division for information regarding trade names and the filing requirements.

Registered Agent and Address: The name and address below the corporate name is that of the registered agent on file with the Secretary of State. By law, all nonprofit corporations must continuously maintain a registered agent and have the name and address of that registered agent on file with the Secretary of State. If the registered agent or the address of the registered agent has changed, do not make any changes in number 1. Complete number 4 and numbers 13 through 17 on the reverse side of this form.

2. The filing fee is **\$10.00 if postmarked on or before February 1, 2007; \$15 if postmarked after February 1, 2007.** Checks must be made payable to the Secretary of State (must be negotiable United States funds). (Payment may also be made by credit card using Visa, MasterCard or Discover.) The report is due on or before February 1, 2007.

NONREFUNDABLE FEE: North Dakota provides that annual report filing fees and late filing fees are nonrefundable when a corporation submits an annual report and fails to provide sufficient information or fees to enable the Secretary of State to file the annual report. The nonrefundable fees are credited to the state general fund.

EXTENSION: If the annual report cannot be filed by the filing deadline date, the law allows the Secretary of State to grant an extension. The request for a deadline extension must be made in writing and received on or before February 1, 2007. A written request can be hand carried, mailed, emailed, or faxed. It must include: (a) the name of the nonprofit corporation; (b) the pre-printed "ID #" from the upper right corner of the front page; and (c) a specific date by which the 2007 report will be filed. The new extended filing deadline must be within the **eleven-month** period after February 1, 2007. Please note, only one extension can be granted.

3. This pre-printed information is the corporation's state of origin and no changes are required.
4. Please indicate in the box whether or not the name and address listed for the registered agent in number 1 is correct. If the answer is no, do not cross out or make changes to number 1 on the form. To make changes to either the name or address, you must complete numbers 13 through 17 on the reverse side.
5. Give a brief description of the corporation's purpose or activities in North Dakota.
6. If the nonprofit corporation has a federal tax exempt status, and it has been previously reported, the federal tax code under which the tax exemption is recognized; e.g., 501(c)(3) has been preprinted. If not previously reported, please provide. Leave blank if the corporation does not have a federal tax exemption.
7. The address of the corporation's principal office is preprinted as previously reported to this office. If this address is no longer correct, cross out the incorrect address and provide the correct complete address. If the corporation does not maintain an office, provide the address of one of the corporation's officers. A complete address must include a street or rural address, a post office box if applicable, the city and state, and a zip code address with 4 digit extension. The address cannot only be a post office box. It must include a street or rural address.
8. A corporation's Federal ID number is helpful to maintain accurate records. If the number has been previously reported, it has been preprinted on the form. If not previously reported, please provide, if you have one.
9. A telephone number for the corporation is required. If the corporation does not maintain an office, the telephone number for a corporate officer must be listed. The telephone number as previously reported is preprinted. If this number is no longer correct, cross it out and provide the correct number.
10. This report must list the name and a complete mailing address for the president and secretary and any other officers. Quite often, the secretary and treasurer are the same person. If an individual serves in more than one position, list the same name for each office or use ditto marks. By law, a nonprofit corporation must have at least three directors (an officer may also serve as a director). If the corporation does not maintain a particular officer, please note it next to the officer title. A complete address must include a street or rural address, a post office box if applicable, the city and state, and a zip code with 4 digit extension.
11. Please list the name, e-mail address if available, daytime telephone number, and extension, if any, of a contact person. Having a contact person will save you time and money if this office has questions or needs additional information for filing the report.
12. The report must be signed and dated by a person authorized by the corporation's articles, bylaws, or a board resolution.

(continued)

- Please note, the registered agent listed in number 1, or the newly appointed registered agent listed in number 13, is the registered agent of record for your nonprofit corporation until a new name is filed with the Secretary of State or that registered agent files a resignation with the Secretary of State.

ASSISTANCE: If you need any assistance in completing the annual report, contact the Secretary of State's Business Division.

MAILING INSTRUCTIONS: Send annual report AND filing fee to:

Fax: 701-328-2992 Telephone: 701-328-4284 Toll Free: 800-352-0867 (8-4284) Website: www.nd.gov/sos



SFN 51478 (06-03)

(All items required to complete transaction)

Name:																
Address:								City:				State:		Zip Code:		
<input type="checkbox"/> VISA <input type="checkbox"/> Master Card <input type="checkbox"/> Discover																
Account Number:								V #		Card Expires: Month Year		Signature: (Required by credit card companies)				
												Date:				
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